

## Gina Mouser

---

**From:** George Solli  
**Sent:** Wednesday, June 10, 2009 2:41 PM  
**To:** Joseph Moore; James Hayes, Jr.; Vern Crawford; Deepak Agarwal; Joseph Sanches; Mike Burke; Lung Chiu; Otelia DuBose; Dianne Howard (Director Benefits/RiskMgt); Steve Bonino; Yevola Falana; Sharon Swan  
**Cc:** Ronald Monbleau; Alexander Toro  
**Subject:** Next steps in District Annual Report  
**Attachments:** AnnualReportTemplateCT.DOC

If you attended this morning's kickoff meeting for the **District Annual Report Project**, you are aware that we are off to a great start with the online format and basic photography already in the can. These parts look great! Many thanks to Steve Bonino, Ron Monbleau, Laura Roberts, Alex Toro and Glenda Izzarone for laying the Report's foundation and coordinating with Dr. Johnson, Ann Killels and Joseph Moore. Unfortunately, a number of division chiefs could not attend today's meeting, especially in Academics (due to the conflicting Principals' Academy). Not to worry, all parties will be brought up to speed on Annual Report developments via their respective content managers: Glenda Izzarone will be responsible for the Academic side and George Solli will be responsible for the Operating side.

Please attend to the following items pertaining to project organization and lines of communication:

- Assign a main contact for your element to work directly with your designated Content Manager. For CAO organizations, that is Glenda Izzarone, and for COO, George Solli. Submit your contacts' names and phone numbers in a return e-mail to Steve Bonino copying George. This contact information is due on or before Monday, June 15, 2009.
- Note that the contacts you choose, primary and an alternate, will soon receive training on *Adobe Contribute*, the publishing program to be used for the Annual Report. This can benefit you down the road because *Contribute* will also be used to generate the new District web pages. The people you identify will be issued *Contribute* IDs and passwords.
- When contemplating your Annual Report narratives, think in terms of: **Success Story**, **Improving Student Performance** and **Division or Department Accomplishments**. You will be writing your report content into these sections. Please remember that the report is for last year (July 1, 2008 to June 30, 2009); therefore, past tense language must be used for content. Your contribution to the report is based on a team effort and therefore should not be segmented by departments within the division.
- If you would like to review the report thus far, please visit [HTTP://wwwdev/annualrptdev/](http://wwwdev/annualrptdev/)

It's time to get started so that we can comfortably meet the **content submission deadline of July 8, 2009**. Please use the attached Word template to start the process of developing your content.

There's lots to be proud about and we'll show it! If you have any questions contact your respective content manager or Steve Bonino.

George Solli, Ph.D., PMP  
Continuous Improvement Manager  
Facilities Management Division  
School District of Palm Beach County  
Phone: (561) 434-8990  
E-mail: [solli@palmbeach.k12.fl.us](mailto:solli@palmbeach.k12.fl.us)

The School District of Palm Beach County has received an "A" rating from State of Florida 2005-2008. It is celebrating this year its centennial--100 Years of Excellence!